



Town Administrator's Report

August 6, 2013

To: Board of Selectmen

From: Kevin Sweet, Town Administrator

Please accept this report as an abridged version of activities and projects underway:

FY14 Budget:

There are no immediate issues or concerns within the FY14 operating budget.

Final Unrestricted General Government Aid – FY2014: \$1,360,226

Chapter 90 Program - Adjusted allotment for FY2014: \$253,553

Reo/Coolidge:

Town officials conducted a walkthrough of both parks on Tuesday, July 23rd. We have issued a punch list of deficiencies that need to be corrected prior to the Town accepting the parks. We are still awaiting a response from the punch list items with a plan of action to correct the items listed on the punch list this week. Of particular concern is the drainage issue at Coolidge Park. After recent rain, there is standing water in the outfield. The Contractor (Quirk) will be investigating the drainage issue and propose a solution which will be included in their plan of action. Their substantial completion date was Wednesday, July 31st, Quirk's plan of action will include a schedule for completion. In addition, the Town has engaged a Certified Playground Safety Inspector (CPSI) to make sure all issues are addressed prior to accepting the project and adding it to our liability insurance.

Wastewater Treatment Facility:

Recently, the WWTP was assigned a new Plant Manager by our contractor Weston & Sampson. Plant Manager, Mark Voto seems to be working out great with the staff and the overall operations. The vacant Operator position is temporarily being filled by Weston & Sampson as well. On July 31, 2013 the MA DEP conducted a compliance inspection of the facility. They have since issued a follow up letter summarizing some findings. The most notable finding is in regards to the staffing levels at the Plant. The notice indicates our current staffing levels are insufficient and the Town needs to immediately commence hiring additional staff. The analyzed staffing needs from DEP not taking into account weekend coverage is 4.8 persons. Our current staffing level is a total of 4 including; (1) Plant Manager and (3) Operators. I will be meeting with Chris Okafor this week to discuss follow up to these findings.

Economic Development Activities:

Eric Smith and I had a meeting with Rosemary Scrivens, Regional Director for the Massachusetts Office of Business Development, as well as Kelly Arvidson and Ken Goode of MassDevelopment. The purpose of the meeting was to learn the various economic development initiatives/opportunities available for the Town of Maynard. In addition, we were able to update them on some current activities, downtown vacancies and redevelopment initiatives in the community.

109 Powder Mill Road:

Eric Smith and I met with a representative from the property owner Great Point Investors, LLC and representatives from Mill Creek Residential the Developer of the nearby Concord Mews Development. The purpose of the meeting was to discuss our preliminary thoughts on a multi-family development at 109 Powder Mill Road. Preliminary discussions focused on their desire to develop 200 units of rental housing, with 50 units (25%) being rented as affordable. The Architectural design and amenities would be comparable to Concord Mews, with more of an adult focus without children. They would be interested in presenting the proposed project to the BOS at a September meeting.

Assabet River Trail Bicycle-Pedestrian Network:

Eric Smith, Chris Okafor and I met with members of the Metropolitan Area Planning Council (MAPC) to discuss the bicycle/pedestrian planning project in Maynard and discuss draft recommendations. This is a regional effort to create a network of bicycle/pedestrian infrastructure in 13 communities in the greater Boston area. Work is being done in phases. Maynard is part of the final phase, which also includes Marlborough, Stow, and Hudson. The recommendations are based on “low-hanging fruit” – that is, they are recommending low cost solutions based upon existing rights of way, existing curb-to-curb widths, and existing on-street parking configurations. Recommendations can include bicycle lanes, shared lane markings, signage, pedestrian paths, etc. Installation of the recommendations can be done gradually, when roads are up for their repaving cycle. The network prioritizes connections of various points of interest, such as schools, parks, retail centers, residential clusters, as well as the Assabet River Rail Trail. The project is anticipated to be finalized by the end of the summer.

CrossTown Connect (Regional Transportation):

There are two news items to report regarding CrossTown Connect. The first news is they have reached agreement with Clock Tower Place for them to provide space for CrossTown Connect offices to work from. The space is being provided in compensation for transportation services they will be providing this first year and as such are part of the Memorandum of Understanding with Clock Tower Place. They are looking at a September 9th move in date and are hoping to schedule a ribbon cutting date shortly thereafter.

The second news is as of August 1st they have gone live with dispatching software provided by Mobilitat. TransAction Associates finds the programming very flexible and fully capable of servicing all seven communities independently. The Town of Acton’s vans will be dispatched for the next two months to work out all the kinks and to ensure it meets the needs of all day dispatching. Starting on October 1st they will start adding communities into the dispatch service with the expectation that everyone will be on board by the end of the year.

I will be sending the BOS a draft Inter-municipal Agreement this week and schedule this for our next BOS meeting for discussion and hopefully execution.